



Position: Part-time Grants Facilitator

Supervisor: Vice-President of Development & Marketing

Position Description:

This professional secures and manages all aspects of non-governmental grants including writing grants and required follow-up reports, and conducts prospect research to identify new funding sources.

Roles and Responsibilities:

1. Submit compelling grant proposals to foundations, corporations, and other organizations.
2. Research and write grant reports using data from senior staff members and agency database
3. Support Special Events department in drafting corporate sponsorship proposals.
4. Maintain and update grant deadline calendar that includes awarded grants, pending grants, and declined grants.
5. Meet monthly with Vice President of Development and CEO about needs for upcoming grant applications and research conducted about new grants.
6. Research new funding sources using the Foundation Center, Grantstation, and other appropriate grant data bases.
7. Maintain and continually update a library of grant language to address questions that are typically asked in grant proposals, including mission, vision, history of the organization, goals and objectives, major program areas, and organizational/program budgets.
8. Provide overall support to development department as requested by supervisor.

Minimum Qualifications:

- ◆ Bachelor's Degree required.
- ◆ 5 years grant writing experience required.
- ◆ Prior experience working with non-profit.
- ◆ Detail oriented.
- ◆ Exceptional written, oral and computer skills required.
- ◆ Ability to effectively multi-task.
- ◆ Advanced organizational skills.